

Estate Closure Notice

Date: [Insert Date]

To: [Heir's Name]

Address: [Heir's Address]

Dear [Heir's Name],

We hope this message finds you well. We are writing to inform you that the estate of [Deceased's Name], which has been under administration since [Date of Death], is now in the process of closure. After settling all debts, taxes, and administrative expenses, we would like to provide you with an update regarding the distribution of the estate assets.

The final distribution of the estate to the heirs will take place on [Distribution Date]. The details of your share are as follows:

- Asset 1: [Description and Value]
- Asset 2: [Description and Value]
- Cash Distribution: [Amount]

We appreciate your patience during this process and request that you confirm your receipt of this notice. If you have any questions or require additional information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Law Firm/Executor Name]